



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: planning@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100716004-002

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Description of Proposed Works to Listed Building

Are the proposals to alter, extend or demolish the listed building(s)? *

☒ Yes ☐ No

If Yes, please provide further details: * (Max 500 characters)

Installation of 1 skylight.

Has the work already been started and/or completed? *

☒ No ☐ Yes – Started ☐ Yes - Completed

Please Note: it can be a criminal offence to undertake works that require listed building consent in advance of obtaining consent.

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☒ Agent

Agent Details

Please enter Agent details

Company/Organisation:	Scribble Architecture Ltd		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Phillip	Building Name:	
Last Name: *	Weekes	Building Number:	5-2
Telephone Number: *	07861000228	Address 1 (Street): *	Albert Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	Scotland
		Postcode: *	EH7 5HL
Email Address: *	phil@scribblearchitecture.com		

Is the applicant an individual or an organisation/corporate entity? *

☒ Individual ☐ Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Miss	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *	Romilly	Building Number:	374
Last Name: *	Houldsworth	Address 1 (Street): *	3F2
Company/Organisation		Address 2:	Leith Walk
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH7 4PE
Fax Number:			
Email Address: *			

Site Address Details

Planning Authority:

City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1:

3F2

Address 2:

374 LEITH WALK

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

EDINBURGH

Post Code:

EH7 4PE

Please identify/describe the location of the site or sites

Northing

675119

Easting

326511

Existing and Proposed Uses

Please describe the current use: * (Max 500 characters)

Clients home

Please describe the proposed use: * (Max 500 characters)

Install 1no. new skylight. No change of use.

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

☐ Yes ☒ No

Listed Building Category

Please state the category of listing (if known) of the building in the list of Buildings of Special Architectural or Historic interest: *

- ☐ Category A
- ☒ Category B
- ☐ Category C
- ☐ A (Group)
- ☐ B (Group)
- ☐ Ecclesiastical Category A
- ☐ Ecclesiastical Category B
- ☐ Ecclesiastical Category C
- ☐ Don't Know

Demolition of Listed Building

Does the proposal involve demolition of a listed building or a building within the curtilage of a listed building? *

- ☐ Total or substantial demolition of the listed building
- ☐ Total or substantial demolition of a building within the curtilage of the listed building
- ☒ Other (partial demolition or alterations)

Listed Building Alterations

Do the proposed works include alterations and/or extension to a listed building? *

☒ Yes ☐ No

(This may be in addition to any demolition works specified previously)

Does the proposal include:

Works to the exterior of the building? This would include works to any structure or object fixed to the building ☒ Yes ☐ No
Or to any other buildings within its curtilage: *

Works to the interior of the building? This should include any stripping out of any internal features eg. Wall, Ceiling, plasterwork, joinery, panelling, fireplaces, chimney pieces, staircases, ironmongery, doors, flooring, Floor finishes/floorboards, tiling, stencilled decoration, fixed furniture and fittings, including machinery: * ☒ Yes ☐ No

Please state the number of attachments you will be including with this proposal, this may include plans, drawings and photographs sufficient to identify the location, extent and character of the items to be altered, extended or removed, and the proposal for their replacement, including any new means of structural support and detailed specification of proposed finishing materials.

Number of plans, drawings and photographs in total? *

6

Proposal Relating to Listed Building

Are there any current applications or existing consents or permissions for this site? *

☒ Yes ☐ No

Proposals Relating to Listed Building

Please describe the application and include the planning application reference number(s), if known: (Max 500 characters)

I am to submit a Planning application to cover the same proposed work as listed in this application. This will be done at the same time as this application.

Reference Number

100716004-003

Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at the same time as this application? * ☒ Yes ☐ No
If Yes, please provide further details: * (Max 500 characters) I am submitting a planning application to cover the same work as outlined in this application. The online reference for which is 100716004-003. I have also noted this in the previous section.
Planning Service Employee/Elected Member Interest Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * ☐ Yes ☒ No
Certificates and Notices Certificate and Notice The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 The Town and Country Planning (Listed Building and Buildings in Conservation Areas) (Scotland) Regulations 1987 One Certificate must be completed and submitted along with this form; either Certificate A, Certificate B or Certificate C. Are you the sole owner of ALL the land/building relevant to this proposal? * ☐ Yes ☒ No
Are you able to identify and give appropriate notice to ALL the other owners? ☐ Yes ☒ No
If you cannot trace all the other owners, can you give the appropriate notice to one or more owner? * ☒ Yes ☐ No
Certificate Required The following Land Ownership Certificate is required to complete this section of the proposal: Certificate C
Certificates The certificate you have selected requires you to distribute copies of the Notice 1 document below to all of the owners that you have provided previously. As you have been unable to trace ALL the owners, your planning authority may be required to place an advertisement in a local newspaper. You may wish to contact the planning authority for further guidance. You have the option to create a blank notice and complete it by hand or to print out a pre-populated Notice containing the information you have given in this proposal. Notice 1 is required ☒ I understand my obligations to provide the above notice before I can complete the certificates. *

Land Ownership Certificate

Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 Listed Building and Buildings in Conservation Areas (Scotland) Regulations 1987 Certificate Under Regulation 6(1)

Certificate C

I hereby certify that –

(1) - I am/The applicant is unable to issue a certificate in accordance with either sub-paragraph (a) or sub-paragraph (b) of regulation 6(1) of the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 in respect of the accompanying application.

Option 2

(2) - I have/The applicant has served notice on each of the following persons other than myself/the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application, was owner [Note 2] of any part of the land to which the application/appeal was owner [Note 2] of any part of the land to which the application relates.

Name:

[REDACTED]

Address:

374-1, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

374-2, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

374-3, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

374-3, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

374-4, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

374-5, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

376, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

372, Leith Walk, Edinburgh, Scotland, EH7 4PE

Date of Service of Notice: *

18/09/2025

Name:

[REDACTED]

Address:

Watershed Scotland Ltd, 41, Charlotte Square , Edinburgh, Scotland, EH2 4HQ

Date of Service of Notice: *

18/09/2025

(4) – I have/The applicant has taken reasonable steps, as listed below, to ascertain the names and addresses of the other owners or agricultural tenants and *have/has been unable to do so –

My client has gone around the properties and tried to make contact with the owners of the land / properties but is unable to reach them all. They have however managed to contact 9 property / land owners.

Signed: Phillip Weekes

On behalf of: Miss Romilly Houldsworth

Date: 24/08/2025 18:32:44

Checklist – Application for Listed Building Consent

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit the necessary information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

A Location plan which identifies the land to which the application relates drawn to an identified scale
And showing the direction of north. *

☒ Yes ☐ No

A copy of other detailed plans, drawings, photographs (with annotations to describe the details of
Materials and workmanship) as necessary to describe your proposals. *

☒ Yes ☐ No

Elevations. *

☒ Yes ☐ No

Floor Plans. *

☒ Yes ☐ No

Roof Plan. *

☒ Yes ☐ No

Does your plan include:

Sections. *

☒ Yes ☐ No

Perspectives of Photomontages. *

☐ Yes ☒ No

Block Plan. *

☒ Yes ☐ No

Special Detailed Drawing. *

☒ Yes ☐ No

Detailed specification of finishes. *

☒ Yes ☐ No

Current or old photographs. *

☐ Yes ☒ No

What other information are you submitting in support of your application? *

- ☐ Design Statement.
- ☐ Supporting Statement.
- ☐ Condition Survey Report.
- ☐ Feasibility Study.
- ☐ Development Appraisal.
- ☐ Environmental Impact Statement.
- ☐ Conservation Survey/Statement/Plan.
- ☒ Other.

As you have selected "other" from the information in support of your application list please provide further details. * (Max 500 characters)

Completed notice 1 forms

Declare – Listed Building Consent

I, the applicant/agent certify that this is an application for listed building consent as described in this form the accompanying plan/drawings and additional information.

Declaration Name: Mr Phillip Weekes

Declaration Date: 24/08/2025